



**STATE OF INDIANA  
Department of Correction**

Indiana Government Center – South

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**Mitchell E. Daniels, Jr.**  
Governor

**J. David Donahue**  
Commissioner

February 10, 2006

**EXECUTIVE DIRECTIVE: # 06 – 07**

This Executive Directive presents a revision to the criteria for offender placement at the Plainfield Re-Entry Educational Facility (PREF). The revisions in these criteria are to be effective immediately.

The only changes in these criteria are found in # 3 and # 10. The changes in # 3 requires that offenders be between six (6) months and twenty-four (24) months from their Earliest Possible Release Data in order to be eligible to participate in the PREF program. This change lengthens the amount of time in which may be eligible for the PREF program and will allow more offenders to be eligible for this program.

The change in # 10 permits offenders who are F3-Work Release eligible to participate in this program. This change allows both F5-Work Release Ineligible and F3-Work Release eligible offenders to participate in the PREF program. Additionally, offenders who are P-1 (Parole Board) shall also be eligible for this program. Again, these changes should increase the number of offenders who are eligible for this program.

The Unit Teams are to review all offenders on their caseloads to identify offenders who meet the criteria for placement in the PREF based upon these changes. Once offenders are identified as eligible for participation, staff is to discuss the program with these offenders and, if appropriate, have the offender review and sign the contract before submitting a referral to the PREF.

Please ensure that staff and the offender population are made aware of these changes to the criteria for the Plainfield Re-Entry Educational Facility. The attached criteria and procedures are to be placed in the Classification Handbook and made available to the offender population.

If you have any questions regarding this Executive Directive or the attached Criteria, please contact either Mike Lloyd, Director of Re-Entry, at (317) 233-4760, James Wynn, Director of Classification, at (317) 232-2233, or Mike Pavese, Policy Manager, at (317) 232-5703.

Signature on File  
J. David Donahue  
Commissioner

**CRITERIA AND PROCEDURE FOR PLACEMENT OF OFFENDERS AT THE  
PLAINFIELD RE-ENTRY EDUCATIONAL FACILITY**

**CRITERIA**

The following criteria are to be applied when considering an offender for assignment to the Plainfield Re-entry Educational Facility, which shall be classified as a Minimum-Restricted (1-R) facility:

1. Male offender at least 18 years of age at the time of transfer to the facility.
2. In Security Level 1 or 2. If approved for PREF, all Security Level 2 offenders shall be reclassified as 1-R.
3. Must be at least six (6) months and no more than eighteen (18) months to the Earliest Possible Release Date if work release code is F-5. Must be at least eighteen (18) months and no more than twenty four (24) months to the Earliest Possible Release Date if work release code is F-3. Offenders coded F-3 must meet all work release criteria at time of admission to PREF. Offenders coded P-1 (Parole Board) must also be approved by the Indiana Parole Board.
4. Cleared for Medical Code A, G, F or K.
5. In Credit Class I.
6. Must be one (1) year clear of a conviction for a Class A or two (2) Class B conduct reports, except for offense 245 B.
7. Must be free from having been convicted of a sex offense under IC 35-42-4 and IC 35-44-15 or a conviction for an attempt or conspiracy to commit any of the above listed offenses. Must also be free of a conviction for a sex offense in another jurisdiction.
8. Free from an active felony detainer, which extends beyond the Offender's Earliest Possible Release Date (EPRD). Parole violators may not be considered until after completing parole revocation procedures. Offenders from other states not intending to extradite (Local Service Only) may be considered for Level One (1) placement. The state issuing the detainer must either notify the Department of Correction in writing that it will not extradite or must have failed to respond to a written request to file a warrant within sixty (60) days. The Department shall request this information by certified mail, return receipt requested. Offenders with a misdemeanor or a community correction detainer are eligible for minimum security placement. Offenders with Hold Types (Warrant/Detainer screen) or C (Community Correction) and Type N (Notifiers) are eligible for placement consideration.
9. Free from:
  - A. A criminal conviction or ADP conviction for Escape or Attempted Escape or Failure to Return to Lawful Detention as an adult or juvenile from a correctional or court ordered mental health facility (including jails) for forty-eight (48) months from the time of apprehension to the time of consideration and transfer.
  - B. A current commitment period sentence for escape or attempted escape.
10. Must have a work release code of F-3, F-5 or P-1. Work release eligible offenders approved for PREF shall participate in the PREF program and be transferred to a Work Release Center on their work release eligibility date.
11. Must be releasing to one of the following counties:
  - Marion
  - Hendricks

- Morgan
- Putnam
- Boone
- Johnson
- Hamilton
- Madison
- Shelby
- Hancock

Offenders currently involved in an educational or vocational program or are successfully participating in a substance abuse program should complete those programs prior to placement at the Plainfield Re-Entry Educational Facility.

## **PROCEDURE**

The following procedure is to be applied for referral of an offender to the Plainfield Re-Entry Educational Facility:

1. Unit Team staff shall review their case loads for offenders meeting the above criteria.
2. Offenders meeting the criteria shall be given the Plainfield Re-Entry Educational Facility Offender Contract. After signing, Unit Team staff shall review the contract, sign it and forward the contract, any information necessary to make a final decision and an updated Progress Report to the Supervisor of Classification at the facility.
3. The Supervisor of Classification shall review all of the information provided and determine whether the offender meets all of the criteria for participation in the PREF program.
4. If the Supervisor of Classification determines that the offender meets all of the criteria and all information and documentation appears to be in order, the Supervisor shall sign the Offender Contract indicating that the offender meets the criteria and submit the Offender Contract and all pertinent information to the Superintendent of the facility.
5. The Superintendent shall review the Offender Contract and any other pertinent documents and if the Superintendent approves the transfer to the PREF program shall sign the Offender Contract indicating that the offender has been reviewed and is suitable for transfer to the PREF program.
6. If the offender is approved by the Superintendent for the PREF program, the Superintendent shall prepare a cover letter recommending the offender for transfer to the PREF program and shall send all documentation to the Superintendent of the PREF program.
7. The Superintendent of the PREF shall review the Offender Contract and all pertinent documentation and approve or deny the transfer
8. If the decision is to deny the request to transfer the offender, the Superintendent of the PREF shall prepare a detailed explanation as to why the offender is being denied.
9. The Superintendent of the PREF shall forward the documents back to the Superintendent of the sending facility.
10. If the offender is denied, the Superintendent of the sending facility shall forward the information to the offender's Unit Team with instructions to explain to the offender that he was denied and the reason(s) for the denial.
11. If the offender is approved for participation, the Superintendent of the sending facility shall notify the facility's Supervisor of Classification with instructions to prepare for the offender's transfer to the PREF.

12. The Supervisor of Classification shall coordinate with the Unit Team to ensure that a new Classification Designation Instrument is completed and that a Transfer Report is completed. All security level 2 offenders who have been approved for transfer to PREF shall be reclassified to 1-R.
13. The Supervisor of Classification shall then forward the Transfer Report, along with the Agreement to the appropriate Central Office Classification Analyst for processing.
14. The Central Office Analyst shall process accordingly.
15. Offenders who are approved for placement at the Plainfield Re-Entry Educational Facility shall be processed for transfer.
16. Offenders who are removed from PREF shall be reclassified to the appropriate security level in accordance with classification procedure.
17. Unit Team staff at each facility should continually identify and process offenders for placement at the Plainfield Re-Entry Educational Facility.
18. Offenders eligible for transfer to the facility are not subject to the one (1) year time restriction for requesting a transfer.

**Plainfield Re-Entry Educational Facility  
Offender Contract**

\_\_\_\_\_  
Name of Offender

\_\_\_\_\_  
DOC Number

\_\_\_\_\_  
Facility/Housing Unit

By my signature below, I agree that I have read the following conditions and understand that I must comply with them in order to be accepted and remain in the program at the Plainfield Re-Entry Educational Facility (PREF).

1. This program is voluntary and my attitude, behavior and demeanor are to be such that I show a willingness to make positive changes in my life.
2. This program is designed to prepare for my release into the community.
3. Violation of facility rules, program failure, or lack of participation may result in my removal from the program and a transfer to another Department of Correction facility.
4. My participation in the treatment programs will affect the quality and outcome of not only my success but the success of other participants at the facility and so I will make every effort to participate constructively with staff and other offenders in the program.
5. Follow all lawful instructions and directions from staff.
6. The ultimate success of this program rests in my willingness to cooperate in its activities and assignments and I will be responsible for: being informed of all program options and my role in them; regularly attending classes, asking questions and being an active participant in all recommended programs and assignments.
7. Personal honesty is the main principle of success and I shall be honest in my approach to the program.
8. Personal information will be shared in this program and staff and offenders will be held to strict confidentiality regarding all shared personal information and shall not disclose this information without approval.
9. My participation in this program shall be terminated if:
  - I refuse to participate in program activities and assignments;
  - I use, possess or attempt to use or possess any controlled substance or intoxicating substance or beverage or misuse any medication prescribed by a Health Care professionals; or,
  - I threaten or engage in any acts of violence or verbal intimidation or have in my possession any form of weapon.
10. Both my person and living area shall be kept neat and clean and shall be ready for inspection at all times.
11. Should I be removed, voluntarily or involuntarily, from this program I shall not be eligible to re-apply.

\_\_\_\_\_  
Offender Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff/Witness Signature

\_\_\_\_\_  
Date

This offender's records have been reviewed and he meets the criteria for participation in the PREF program.

\_\_\_\_\_  
Unit Team Manager Signature

\_\_\_\_\_  
Supervisor/Classification

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The above named offender has been:

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Reason for denial: \_\_\_\_\_

\_\_\_\_\_  
Approving Authority

\_\_\_\_\_  
Date